August 2, 2013

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice
State Superintendent of Education

RE: Summer Promotion and Summer School Completers and Graduate Information

Each year, we provide all Local Education Agencies (LEAs) the opportunity to review and provide updated information concerning summer school completers. This year for the first time you will make your changes in InformationNOW (INOW) only. As changes are made in Software Technology Incorporated INOW, they will replicate at the Alabama State Department of Education (ALSDE) each evening. You will be able to view changes the next morning by accessing the Summer School Completers tab in the Accountability Web Portal at https://ap.alsde.edu.

Students who completed the grade attended in the 2012-2013 school year during summer school should be changed from retained to promoted. Any student who completed the twelfth grade must also be given an exit code.

The window is currently open for your review and an update of these summer-school-related student records are in INOW, but the window for viewing Summer Promotion and Summer School Completers in the Web portal will close on August 19, 2013, at 11:59 p.m. It is imperative that you or your designee remain mindful of the dates involved. This data drives the calculation of your official graduation rate for state and federal reporting.

If you have any questions about the entry of this information in INOW, please contact the Help Desk at 334-353-1250. If you have questions about the Accountability Web Portal, please contact Prevention and Support Services at 334-242-8165.

TRB/ML/KM

cc: Technology Coordinators
Special Education Coordinators
Accountability Coordinators

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